

# Court Leave

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## Purpose

This guide is to assist in gathering appropriate documentation for court leave.

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## Definition

Court leave is granted for jury duty or when an employee is summoned as a witness in a proceeding where a government entity is a party in the case. For witness service where the employee is testifying in their official capacity as a federal employee, the time is posted as regular duty time rather than court leave.

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## Employee Procedures

Step	Action
1	Employee should furnish a copy of the summons from the court to the timekeeper/supervisor as soon as it is received.
2	Employee should not report to work on the morning of jury duty. He/she should report directly to the court.
3	If employee is excused from jury duty for a full workday or part of a workday, he/she should return to work or request other leave. (Note: Employees on second or third shift should follow guidance outlined in the appropriate bargaining-unit agreement.)
4	After serving as a juror or witness, employee should ask the court for a certificate of attendance or similar evidence stating he/she served on the specified date(s). The certificate of attendance proves employee's participation in court on the date(s) specified, which supports the court leave.
5	Upon return to work, employee should give the documentation to the timekeeper. The timekeeper should fax a copy to ARC's Pay and Leave Services Branch at 304-480-8282.
6	<p>If the court pays the employee for the time spent in jury or witness service in a state or local court, the employee <b>must</b> remit the fees to:</p> <p>Pay and Leave Services Branch, Avery 2A Bureau of the Public Debt 200 Third Street Parkersburg, WV 26106-1328</p> <p>The fees are used to offset the paid court leave that the agency has granted. Please note if the employee waives such fees, the employee will be personally liable for the amount waived. <b>NOTE: Fees received in federal courts are exceptions. Employees serving in a federal court may waive the fees.</b></p> <p><b>The employee may retain fees received for travel, parking, or meals. The employee may retain fees for court service that occurred outside his/her regular tour of duty, on a non-workday, or during a period of leave without pay.</b></p>

7	Upon receiving the fees, the Pay and Leave Services Branch will verify the correct amount was remitted and forward the fees to the Headquarters Accounting staff at the United States Mint.
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**For more  
information**

Email [Payroll@bpd.treas.gov](mailto:Payroll@bpd.treas.gov) or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266
- All other Mint locations: Terri Walker, 304-480-8263